

Procedures of the Special Education Advisory Committee (SEAC)

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Michigan Department of Education
Special Education Advisory Committee

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Procedures of the Special Education Advisory Committee (SEAC)

Process for Setting Annual Priorities

I.C.6. Process for Setting Annual Priorities

At the Annual Transition Planning Meeting (June) the SEAC Committee of the Whole will:

Identify areas of interest/need for SEAC to focus on, for the year, that fall under the seven functions of the SEAC. Listed below are the seven functions:

1. Advise the State Educational Agency of unmet needs within the state in the education of children with disabilities;
2. Comment publicly on any rules or regulations proposed by the state regarding the education of children with disabilities;
3. Advise the State Educational Agency in developing evaluations and reporting on data to the secretary under section [34 CFR 300.169(c)].
4. Advise the State Educational Agency in developing corrective action plans to address findings identified in federal monitoring reports under this part; and
5. Advise the State Education Agency in developing and implementing policies relating to the coordination of services for children with disabilities.
6. Receive findings and decisions of all hearings related to special education (34 CFR 300.513(D)(1)).
7. By July 1 of each year, submit an annual report of its activities and suggestions to the State Educational Agency (34 CFR 300.169(c)).

At the October subcommittee meeting (if any), each subcommittee will:

1. Review the identified priorities/needs.
2. Confirm that the priorities/needs still exist.
3. Target expected outcomes by May of the following year.
4. Prioritize the outcomes.

By November, the subcommittees (if any) will report back to the SEAC as a whole on their targeted outcomes.

At the April/May meetings:

1. Have subcommittee chairs (if any) prepare written report(s).
2. Provide reports to all members of SEAC before the June meeting.

At the June SEAC meeting, the SEAC as a whole will review the reports of the subcommittees (if any) and the current year work.

In July/August the SEAC Executive Committee will ask the MDE to draft a list of state and national issues/trends that it sees impacting special education in the next 12-24 months.

Organizations Nominating Individuals for Appointment

II.A.3.b.ii. Organizations Nominating Individuals for Appointment

Organizations nominating individuals for appointment to the SEAC will be asked to submit nominees who are 'defined' or individuals with disabilities or parents of children with disabilities currently receiving special education services on a rotating basis per the SEAC Procedures Manual. This will assure that the SEAC meets the IDEA 51% consumer requirement.

Alternate Member Participation

II.A.C.4. Alternate Member Participation

The State Board approved alternate member shall fully participate in the proceedings of the Committee when the organization's delegate member is absent, including the right to vote (See SEAC Procedures: Guidelines for Alternates).

Filling Organizational Membership Vacancies

II.B.5.B.i. Cessation of an Identified Organization

If an organization represented on the SEAC ceases to exist or chooses to discontinue its affiliation with the SEAC, the Executive Committee follows established procedures to fill the vacancy. Following the identification of an organization, the Bylaws process to appoint members will be followed (II.B).

The process to recommend another organization to the State Board of Education will include:

Table 1: Filling Organizational Membership Vacancies

| Responsibility | Action |
|--------------------------|--|
| Executive Committee | Survey SEAC membership to identify areas of unmet representation and possible organizations that would meet that representation. |
| Executive Committee | Disseminate announcement through the CEN publications and through SEAC membership to alert groups of the opening. |
| Executive Committee | Review responses based on, but not limited to, disability area, balance of administrators, providers, and parents; educational trends; expertise missing on the SEAC; and IDEA requirements. |
| OSE staff and SEAC Chair | Invite representative from each applicant organization to present information on their organization to the SEAC |
| SEAC members | Forward electronic announcement to organizations that appear to meet unmet representation. |

| Responsibility | Action |
|-----------------------------|---|
| SEAC Committee of the Whole | Hear presentations from each applicant organization. Vote on which organization to recommend to the State Board of Education for permanent membership at next meeting of SEAC. |

Executive Committee and Officers Nomination Process

II.C.a. Selection of Executive Committee and Officers

By April of each year, the SEAC shall elect from its membership the Executive Committee and officers following established procedures

Table 2: Executive Committee Nomination Process

| Month | Task | Process |
|----------|---|---|
| February | Solicit Executive Committee nominations | <p>SEAC standing committees (if any) shall nominate members of their committees for the Executive Committee. A minimum of seven nominees are needed.</p> <p>The standing committees (if any) shall nominate members for the Executive Committee by considering the following criteria for representation on the Executive Committee:</p> <ol style="list-style-type: none"> 1. Term expiration dates 2. Monthly attendance records 3. Current Executive Committee members who are eligible and willing to serve 4. At least one member of each of the SEAC standing committees (if any) who is eligible and willing to serve on the Executive Committee must also be willing to chair a standing committee (if any) for the following SEAC year. 5. SEAC Defined Members <p>The SEAC Executive Committee is responsible for:</p> <ul style="list-style-type: none"> • Establishing the agenda with the advice of the OSE, • Serving as leaders & spokespersons of the SEAC and its standing committees (If any), • Directing & participating in discussion at meetings, |

| Month | Task | Process |
|-------|-----------------------------|--|
| | | <ul style="list-style-type: none"> • Facilitating the work of the SEAC, • Providing extra support & assistance to new SEAC members. |
| March | Voting Process | <p>At the February SEAC meeting:</p> <ul style="list-style-type: none"> • The Executive Committee members nominate recommended individuals • The SEAC Committee of the Whole members nominate additional individuals. • The nominees for the Executive Committee introduce themselves, identify their willingness to serve, and name the organizations they represent, if applicable. <p>After the February meeting and prior to the March meeting:</p> <ul style="list-style-type: none"> • The SEAC secretary emails the ballot to all SEAC members • SEAC delegates vote electronically for seven of the nominees for the Executive Committee. |
| April | Chair & Vice Chair Election | <ul style="list-style-type: none"> • Following the April meeting, the seven newly- elected Executive Committee identify their willingness to serve as chair & vice chair. • Confirmed prior to the mailing of the ballot. • The SEAC secretary e mails the ballot for Chairperson and Vice Chairperson to the seven (7) newly elected Executive Committee Members to vote for one Chairperson and one Vice Chairperson. The voting is completed prior to the start of the May SEAC meeting. |

Parliamentary Resource

II.C.2.B.ii. Serve as parliamentary resources

Vice-Chairperson's Role as a Parliamentary Resource

1. The Vice-Chairperson provides support to the Chair in formulating responses to parliamentary inquiries regarding the Chair's rulings on points of order. The Chair has the freedom to accept or ignore the advice of the Vice-Chair as Parliamentary Resource. One of the Executive Committee members may serve as the Parliamentary Resource.
2. The Vice-Chairperson keeps track of the time when members or visitors are allotted a specific timeframe in which to speak.
3. The Vice-Chairperson will have a working knowledge of parliamentary procedures prior to the first SEAC meeting and will provide an orientation to the committee.

IV.B.1., IV.B.2. & V.C.1. Parliamentary Procedures

Parliamentary procedures shall be observed by the SEAC and its committees in the conduct of its business and regular meetings. The Vice Chairperson of the SEAC serves as the parliamentary resource.

This table provides an abbreviated guide to how one can make motions in a meeting.

Table 3: Parliamentary Procedures

| In Order to Introduce the Following: | Possible Language | Can Speaker be interrupte | Second to Motion | Can Motion be Debated? | Amendment Allowed? | Is a vote needed? | Can a vote be reconsidered? |
|---|---|----------------------------------|-------------------------|-------------------------------|---------------------------|--------------------------|------------------------------------|
| Introduce Business | "I move that" | No | Yes | Yes | Yes | Majority | Yes |
| Call an intermission | "I move that we recess for" | No | Yes | No | Yes | Majority | No |
| Complaint about Environmental conditions | "I rise to questions point of privilege." | Yes | No | No | No | No Vote | No |
| Temporarily Suspend | "I move that to table the motion." | No | Yes | No | No | Majority | No |

| In Order to Introduce the Following: | Possible Language | Can Speaker be interrupte | Second to Motion | Can Motion be Debated? | Amendment Allowed? | Is a vote needed? | Can a vote be reconsidered? |
|--|--|----------------------------------|-------------------------|-------------------------------|---------------------------|--------------------------|------------------------------------|
| End debate and amendments | "I move the previous questions." | No | Yes | No | No | 2/3 | Yes |
| Postpone discussion for a specific time frame | "I move to postpone the discussion until..." | No | Yes | Yes | Yes | Majority | Yes |
| Examine something more carefully | "I move to refer the matter to committee." | No | Yes | Yes | Yes | Majority | Yes |
| Amend a motion | "I move to amend the motion by..." | No | Yes | Yes | Yes | Majority | Yes |
| Adjourn Meeting | "I move that we adjourn." | No | Yes | Yes | Yes | Majority | No |

Guidelines for Receiving Public Comment

IV.D.2.b. & h.: Guidelines for Public Comment

All persons wishing to address the SEAC must declare their intent on appropriate forms prior to the beginning of the portion of the meeting devoted to public participations.

Items identified during the public participation will be reviewed at the end of the meeting when the committee discusses future agenda considerations.

According to SEAC By-laws, the Executive Committee will consider information given during public comment and determine follow-up action, if necessary. The process will include:

Table 4: Guidelines for Public Comment

| Person Responsible | Action |
|--------------------|---|
| Presenter(s) | Complete SEAC "Request to Address the Meeting" form in advance on the day of the meeting (See Page 13 of these procedures.) |
| SEAC Delegates | May ask questions/clarification of presenter(s) |
| SEAC Chair | <ul style="list-style-type: none"> • Acknowledge presenter and ask for additional public comment. If no public comment, the meeting continues according to the approved agenda. • Near the end of the meeting, during "Future Agenda Considerations", the Chair will address any public comment received. Possible follow-up action may include: <ul style="list-style-type: none"> ○ For information only, no further action necessary ○ Refer information/presenter to a current Department initiative ○ Refer information to a Standing Committee (if any) |

| Person Responsible | Action |
|--------------------|---|
| | <ul style="list-style-type: none"> ○ Request a SEAC ad hoc committee be formed, with a specified outcome ○ Place topic on future agenda, with a specified outcome |

Reminder: Each SEAC delegate is responsible for taking information back to their individual organizations.

Visit the SEAC website to access the [SEAC Visitor Registration form](http://seac.cenmi.org/wp-content/uploads/2012/03/VisitRegistrationForm_2-1-18.pdf) (seac.cenmi.org/wp-content/uploads/2012/03/VisitRegistrationForm_2-1-18.pdf).

Voting Procedures

V.C.1 & 2. Voting Procedures

Voting will follow appropriate parliamentary procedures. (See: SEAC Procedures: Parliamentary Resource).

If a delegate determines, or a majority of the SEAC determines that his or her vote on a matter before the SEAC is a conflict of interest, the delegate may be prohibited from voting on the matter being considered.

At the recommendation of the Chairperson and with a majority vote of the SEAC, the Chairperson may request that his/her organization's alternate representative be seated at the table and vote on behalf of the organization. In such instances, the Chairperson will not be allowed to cast a vote.

Procedure: votes will be by roll call. A record of individuals voted will be maintained by the OSE. This applies also to online voting-designating the organization or member-at-large name as part of submitted vote.